AGREEMENT

- between -

MANHASSET UNION FREE SCHOOL DISTRICT

- and -

MANHASSET EDUCATION ASSOCIATION

July 1, 2004 - June 30, 2008

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AGREEMENT between MANHASSET UNION FREE SCHOOL DISTRICT, Town of North Hempstead, Nassau County, New York, and the MANHASSET EDUCATION ASSOCIATION, made this 12th day of September, 2005.

ARTICLE I - PROFESSIONAL NEGOTIATIONS

1.01 Preamble

To provide the best education for the students of Manhasset, the Board of Education of the Manhasset Union Free School District and the Manhasset Education Association join in recognizing the important role the professional staff plays in the development of sound educational policy.

1.02 Definitions

As used herein:

A. "Teacher" means a member of the negotiating unit defined below, including teachers employed on a regular basis for less than a full schedule, and paid pro rata.

B. "Certified" refers to both permanent and provisional certificates including those approved on an emergency basis.

C. "Board" means the Board of Education of the Manhasset Union Free School District, Nassau County, New York.

D. "Association" means the Manhasset Education Association.

1.03 Appropriate Unit

The appropriate employer-employee negotiating unit in accordance with Article 14 of the Civil Service Law to which the Agreement applies consists of all certified personnel, including all regularly employed part- or full-time classroom teachers, counselors, school psychologists, library/media specialists, special teachers, (except as otherwise provided below), but excluding all personnel having supervisory duties, namely the Superintendent, the Assistant Superintendents, Principals, Associate and Assistant Principals, Administrative Assistant, Directors and Coordinators and all other District Employees.

1.04 Priority of Agreement

A. The Association recognizes that under the law the Board of Education has the final responsibility for establishing policies for the District consistent with the Laws of the State of New York and for their administration.

B. Any agreement reached through the negotiations process provided by Civil Service Law shall be binding upon both parties for the duration of the Agreement, except when such agreements are in conflict with the law.

C. It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefor shall not become effective until the appropriate legislative body has given approval.

D. This Agreement will supersede any rules, regulations or practices of the Board and/or Administration which will be contrary to or inconsistent with its express terms.

1.05 Purposes

Both the Board and the Association recognize that the education of children is their mutual paramount consideration and that the education of children should be a continual process without interruption. The Association affirms that it will abide by Section 210 of the Public Employees, Fair Employment Act and the Laws of the State of New York in general.

1.06 Professional Personnel

A. In the development of rules, regulations and arrangements for the operation of the school system, the Superintendent shall include at the planning stage whenever feasible those employees who will be affected by such provisions.

B. The Superintendent shall evolve with the employees channels for the ready inter-communication of ideas and feelings regarding the operation of the schools. He/she shall weigh with care the counsel given by employees, especially that given by groups designated to represent large segments of the staff, and shall inform the Board of all such counsel in presenting reports of administrative action and in presenting recommendations for Board action.

1.07 Validity of Provision

If any provision of the Agreement is or becomes invalid or legally unenforceable, all other provisions of the Agreement shall nevertheless continue in full force and effect, and the parties will meet forthwith upon request to negotiate substitute terms for such invalid or unenforceable provisions.

1.08 Maintenance of Standards

Salaries and conditions of employment as defined in Article 14 of the Civil Service Law in effect prior to the Agreement and not covered by this Agreement will not be reduced without good cause during the term of this Agreement.

1.09 Areas of Negotiations

The representatives of the Association and the Board shall meet for the purpose of reaching mutually satisfactory agreements on any matter affecting the terms and conditions of employment, pursuant to Article 14 of the Civil Service Law.

1.10 Information

The Board and the Association shall, within reason, make available to each other recommendations, data, and information in their possession which are directly pertinent to a topic under negotiation.

ARTICLE II - STATUS, RIGHTS AND PRIVILEGES OF THE ASSOCIATION

2.01 Association Time

A. Duly designated representatives of the Association shall be free to transact official Association business directly related to the administration of the Agreement on school property during the school day, providing there is no interference or conflict with assigned teacher responsibilities and duties.

B. When the President of the Association is a classroom teacher, the Building Principal, upon request, will excuse the teacher from assigned duties in order to attend to emergency and unforeseen Association matters. Should scheduling conflicts exist, the Building Principal will arrange for release from assignment as soon as possible thereafter. In developing the teaching schedule of the President-elect prior to the opening of the school year, the Building Principal shall schedule the President for no more than fifteen (15) teaching periods per week and no duties.

2.02 Association Communication

The Association may post notices of its legitimate activities on a faculty bulletin board in each school building. The Association may use the District mail service and teacher mailboxes for communications to teachers.

2.03 School Facilities

Subject to reasonable procedural requirements, the Association and its representatives are entitled to use school buildings for meetings and shall have access to District typewriters, duplicating machines, audio-visual equipment and computer time. All extra costs incurred in the operation and use of consumable items and equipment will be defrayed by the Association.

2.04 Agency Shop

Every member of the bargaining unit who is not a member of the Manhasset Education Association shall pay to the Association an agency fee in an amount equal to the membership dues of the Manhasset Education Association and its affiliates.

The District shall deduct the agency fee from the salaries of all non-Association members of the bargaining unit and shall transmit the sum so deducted to the Association at the same time and in the same manner as dues deducted from the salaries of Association members.

The Association will provide the District with a copy of its refund procedure, with a list of members and non-members, and with the amount of dues to be collected at least ten (10) working days prior to the date of the first scheduled dues deduction of each year. The Association represents that it has established and will maintain a procedure which complies with the requirements of law.

The Association agrees to hold the Board harmless against claims arising out of the deductions and/or transmittal of agency fees where there is a final adjudication by a court or arbitrator or by PERB that said agency fee should not have been deducted and/or transmitted by the Association.

2.05 Right of Representation

Teachers shall have the right to be represented by the Association to negotiate collectively with the District in the determination of their terms and conditions of employment, and the administration of grievances arising thereunder.

2.06 Dues Deductions

A. Subject to reasonable procedural requirements, teachers may sign and deliver to the District assignments authorizing deduction of membership dues and assessments of the Association and the organization with which the Association is associated or affiliated. The Association agrees to hold the Board harmless against claims arising out of the deductions and/or transmittal of dues where there is a final adjudication by a court or arbitrator or by PERB that said dues should not have been deducted and/or transmitted by the Association.

2.07 Records and Reports

A. When a teacher is hired, promoted or transferred into or within a position listed in the Teachers' Salary Guide, the District will notify the Association in writing, giving name, address, position, rate of pay, certification status and assignment by November 1 of each year.

B. The Association shall certify to the District the names of its authorized representatives (and their alternates, if designated) and the District shall recognize no others.

ARTICLE III - TEACHERS' BENEFITS AND RESPONSIBILITIES

3.01 Curriculum Development

Recognizing the important role the professional staff plays in the development of education policy, the Board agrees to give full professional consideration and study to proposals and suggestions for improvements in curriculum, staff development, and teaching methods and facilities received from the teaching staff. When a proposal endorsed by the Association is submitted to the Board's representatives, this proposal will be reviewed and a written reaction will be forwarded to the President of the Association.

3.02 Supervision

A. All classroom teachers, all special instructional personnel, and all special non-instructional personnel assigned to a school will be primarily responsible to the principal of that school. Special personnel who are assigned to more than one (1) school will be primarily responsible to the principal of the school in which they are working a particular time. Appropriate central office personnel will be available to discuss any problems which may arise with persons who work in more than one (1) school.

B. In the event that the District's current organizational chart and lines of responsibility are revised by the Superintendent, he/she shall do so after written notice of such change to the personnel involved and the Association.

C. A teacher will have the right to have an Association member present at any meeting involving disciplinary proceedings.

3.03 Transfers and Advancements

A. Prior to the establishment of a new position or significant restructuring of a present position or positions, at least seven (7) calendar days' notice will be given to the President of the Association or his/her designated representative except when it is not practical to provide such notice, such as during the summer. No vacancy or new position in the administrative or teaching capacity in the District whether or not within the bargaining unit, will be filled until the President of the Association or his/her designated representative has been given adequate notice of such vacancy and opportunity given for teachers to make application for such vacancy. Notice of such vacancy shall contain the basic requirements for consideration of the position. If such requirements are subsequently changed, adequate notice of the change shall be made simultaneously to the President of the Association and to all candidates.

B. Involuntary transfers shall be made after prior notice and the opportunity for the teacher involved to consult with the Superintendent.

3.04 Professional Assistance

It shall be the responsibility of the District to relieve the professional teaching staff of non-teaching assignments and clerical duties to the extent consistent with sound educational practice and available financial and personnel resources. The necessary supporting assistance will be provided to assure such relief.

3.05 Non-teaching Duties

A. New (i.e., not heretofore required) permanent non-teaching duties or responsibilities shall be added to the existing professional obligations of the teaching staff only after submission with prior notice to the Association through existing channels to the appropriate faculty group. In the event agreement is not reached by the faculty group concerned, the matter may be submitted for negotiation. Such negotiation, if needed, shall take place as soon as possible in order to implement whatever agreement is reached.

B. Teachers shall be employed for supervision of the secondary school cafeteria during lunch periods. They shall receive compensation as listed in Schedule C. In the event volunteers are not forthcoming, supervision shall be assigned on a rotating basis with compensation.

3.06 Personnel Files

An Official Personnel File will be maintained in the Superintendent's Office for each teacher in the District. This file will be divided into two (2) sections. One section will contain confidential information received from school placement offices, previous employers or other references. The second section will contain all other material to be included in the Official File, such as official evaluations and correspondence from members of the community.

This second section will be subject to review and response by the teacher involved. No material adverse to a teacher will be placed in the second section of the Official File unless the teacher has prior notice thereof. Any response filed by a teacher after reviewing same must also be included in the file, but no implication of any kind shall be drawn from failure to make such response. When a teacher requests a review of his/her Official File, such review will, under normal conditions, take place within a period of ten (10) days. Subject to reasonable procedural requirements, a teacher shall have the right to review his/her Official File during the normal school day and to request a copy of any document in the file.

3.07 Teacher Supervision and Evaluation

All individuals covered by this contract may be formally evaluated annually, in accordance with the procedures affixed to this contract as Schedule E, except as provided herein.

3.08 Service Credit - Military Service

Credit on the salary schedule for military service shall be given to all teachers, including present teachers, for the length of such service, up to a maximum of three (3) years, with additional credit for longer military service that has specific professional value to be granted at the discretion of the Board of Education, upon the Superintendent's favorable recommendation.

3.09 Workshop Attendance

A. When a workshop program has been approved by the Superintendent or his/her designee for service credit on the salary schedule, such credit will be given to all teachers completing that workshop. There shall be no limitation or quota with respect to such credits in the attainment of any salary step on the teacher's salary guide.

The full cost of workshops operated and provided by the District shall be paid by the School District.

Notice shall be given to each member of each workshop specifying credit given and the current status of salary credits within forty-five (45) working days of the completion of a workshop.

B. Whenever District-mandated programs involve training that takes place at times other than the regular school day, each participating teacher will be given the option of receiving in-service salary guide credit or Forty Dollars ($40) per hour. Effective July 1, 2005, each participating teacher will be given the option of receiving in-service salary guide credit or Forty-one Dollars and thirty cents ($41.30) per hour. Effective July 1, 2006, each participating teacher will be given the option of receiving in-service salary guide credit or Forty-two Dollars and sixty-eight cents ($42.68) per hour. Effective July 1, 2007, each participating teacher will be given the option of receiving in-service salary guide credit or Forty-four Dollars and twenty-eight cents ($44.28) per hour.

C. Participation in approved Teacher Resource Center sponsored workshops will carry one (1) TRC credit for each hour of participation. Fifteen (15) such credits will be equivalent to one (1) salary guide credit on all salary columns.

3.10 Defense and Indemnity

The Board of Education shall save harmless and protect all teachers from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person, or accidental damage to the property of any person within or without the school building, provided such teacher at the time of the accident or injury was acting in the discharge of his/her duties within the scope of his/her employment and/or under the direction of such Board of Education.

Further, the Board of Education shall provide an attorney or attorneys and pay for such attorney's fees and expense necessarily incurred in the defense of a teacher in any civil or criminal action or proceeding arising out of disciplinary action taken against any pupil of the District while in the discharge of his/her duties within the scope of his/her employment, provided the teacher shall within ten (10) days of the time he/she is served with any summons, complaint, process, notice, demand or pleading, deliver the original or a copy thereof to the Board of Education.

The Board will make available its attorney for consultation with a teacher who has been assaulted.

The District shall reimburse teachers for damages to personal property, excluding automobiles, incurred in a physical altercation while the teacher was acting in the discharge of his/her duties within the scope of his/her employment up to a maximum of Five Hundred ($500.00) Dollars per teacher per incident. Effective July 1, 2005, the maximum reimbursement shall be Five Hundred and Sixteen Dollars and twenty five cents ($516.25) per teacher per incident. Effective July 1, 2006, the maximum reimbursement shall be Five Hundred and Thirty-three Dollars and fifty-four cents ($533.54) per teacher per incident. Effective July 1, 2007, the maximum reimbursement shall be Five Hundred and Fifty-three Dollars and fifty-five cents ($553.55) per teacher per incident.

3.11 Calendar

A. The school calendar shall provide for one-hundred eighty-five (185) workdays for teachers, at least one hundred eighty-one (181) but no more than one-hundred eighty-three (183) of which shall be instruction days for pupils.

The yearly calendar shall be developed jointly by a representative of the MEA and a representative of the Superintendent. This calendar committee will recommend how the two (2) additional days in the calendar for each year shall be used. They may be used for instruction, in-service training, parent conferences and/or a Superintendent's conference day. If the representatives are unable to agree on a calendar by April 15 of the prior school year, the Superintendent shall develop the calendar, which shall not be subject to grievance and arbitration.

One (1) of the days may be a parent contact day starting at 6:00 p.m. and extending until 9:00 p.m. In this event, parents may make appointments to confer with individual teachers. Teachers would not be required to be in school until 6:00 p.m.

One (1) Superintendent's Conference day shall be scheduled after April 15 and will become a teaching day if a day is lost due to inclement weather.

B. The first day and last two (2) days of school shall be half days for elementary school students. The last day shall be a half day for teachers.

C. The District may designate one (1) or two (2) full days per school year, at least one (1) of which shall be in the fall semester, for elementary school parent conferences, and the administration shall make available to teachers additional time for parent conferences from church school time as needed.

D. Special Education teachers who have eighteen (18) or more children classified as handicapped students will have two (2) days release time to carry out state-mandated and other duties.

E. Newly hired teachers and second year teachers subject to the February 2004 Commissioner's Regulations on in-service responsibilities, 8 NYCRR 80-3.6, shall attend up to three (3) pre-school year orientation/professional development days. Newly hired and second year probationary teachers shall have a separate program.

3.12 Supporting Professional Personnel

Recognizing the importance of supporting professional services for the learning process, every effort will be made to provide personnel such as reading and speech specialists, guidance counselors, psychologists, special subject teachers and other specialists.

Proposals can be made by the teaching staff for the addition of supporting professional services personnel through existing professional channels as outlined elsewhere in this contract.

3.13 Central Register

A system of central attendance keeping will be continued on a uniform basis for all schools.

3.14 Class Size

The Board and the Association agree that moderate class sizes tend to produce teaching loads that enable teachers to be more effective. Therefore, reasonable effort will be made to maintain classes at the average of each range listed below, and not to exceed the class size maximums listed below.

Elementary - Grades K-6	
Kindergarten	18-22
Grades 1 through 3	22-28
Grades 4-6	22-29
Physical Education	25-38
Other Classes	22-34*
Band, Orchestra, Chorus	no limit

*Periodically, two (2) or more classes may be combined.

Secondary - Grades 7-12	
All subjects	22-32
with the exception of:	
Driver Education - lecture	35-45*
road work	4
Typing	32-38
Home & Careers, Technology	16-24
Laboratory Science	20-28
Physical Education (Middle School)	25-40
Physical Education (High School)	25-45
Band, Orchestra, Chorus	no limit
Modified Classes	12-18
Computer	15-18

*Periodically, two (2) or more classes may be combined.

However, it is agreed that the above may not apply to other innovative programs that call for special class sizes and patterns. Any changes in class size resulting from such innovative programs will be made only after consultation with the teachers involved.

3.15 Teaching Load

A. The District will make every reasonable effort to insure equitable distribution in the assignment of classes and other duties.

B. 1. The secondary school teacher week shall average thirty (30) assigned periods of which no more than twenty-five (25) may be assigned as classroom teaching periods and no more than five (5) may be assigned as non-teaching duty periods. It is understood that teaching duties such as supervision of

media rooms, learning centers, remedial and enrichment education, team planning time, and other related activities may be substituted for non-teaching duty periods. **Effective July 1, 2006, the following shall be deleted:** *This shall not include English teachers, who shall teach twenty (20) regularly scheduled periods and five (5) additional periods for group projects, enrichment, remediation and/or other similar student-related educational instruction. The following guidelines shall apply regarding the additional periods:*

(a) Class sizes shall not exceed 12 students per period.

(b) No teacher who is tenured in English as of the date of this Agreement shall be excessed as the result of the implementation of this 5th period.

(c) Where possible, practical and appropriate to do so, students with the same common task shall be grouped together.

(d) Students will be assigned a grade for each class.

(e) Rosemary Townley shall be the permanent arbitrator of any disputes that may arise with regard to the implementation of this 5th period.

It is understood that for the term of this contract no English teachers will be excessed from employment as a result of the elimination of the foregoing language effective July 1, 2006.

2. No more than four (4) consecutive duty periods shall be assigned to a teacher.

3. The teacher daily student load in the academic subjects shall not exceed one hundred forty (140), except in General Science where the daily student load shall not exceed one hundred thirty-five (135).

4. Teachers with four or more academic preparations will be assigned a maximum of twenty-five (25) periods per week.

C. 1. Teachers in grades K-6 will receive an average of five (5) preparation periods per week. The length of time of these preparation periods shall correspond to the length of time provided for instruction by specials, and to the extent it is possible to do so the intent is to equalize those preparation periods to one (1) per day.

2. While the Interdisciplinary Team Program remains in effect in sixth grade, the District shall designate one (1) additional parent conference day for fifth and sixth grade teachers, which shall be used for additional parent conferences, team planning time, additional preparation time, and additional team time to consult with guidance counselors and other specialists. If the District implements a middle school program for the fifth or sixth grade, terms and conditions of employment for such teachers shall be subject to a negotiations reopener.

D. Elementary school teachers will have a break of ten (10) minutes after three (3) consecutive hours of supervision of students.

E. Whenever the District is unable to provide such preparation periods in the elementary schools or, subject to section 3.17(B), if a teacher substitutes for another in the secondary school, the District shall compensate teachers at the rate of Forty Dollars ($40) per period for each such period missed. In the case of elementary teachers, the Forty dollar ($40) rate is applicable when a teacher misses a preparation period in order to cover the class of an absent colleague. In the case of secondary teachers, the Forty dollar ($40) rate is applicable when a teacher misses a preparation, lunch or professional period in order to cover the class of an absent colleague. Teachers will not be compensated for prep time lost while on field trips or other legitimate released time activities.

F. The length of the elementary school lunch period, which is duty free, shall be fifty (50) minutes.

3.16 Administrators

Any tenured teacher who accepts a probationary appointment as an Administrator shall be given a leave of absence from his or her tenured teaching position for the duration of his/her probationary period, with the understanding that he/she can return to teaching at the District's or his/her option, at the beginning of any school year or the expiration of the leave of absence.

3.17 Teacher Responsibilities

A. It is understood that many teachers' responsibilities are not limited to hours on school premises. It is also understood that teachers will be on premises as reasonably necessary before and after the school day to meet their professional responsibilities. Teachers are expected to respond and assist in the control and supervision of students when problems arise at any time when the teacher is on school property or on a field assignment.

B. The MEA will encourage its members to cooperate with Administrators for emergency coverage of classes within their department. No member will be expected to cover more than two (2) such classes during the year without additional compensation as provided in section 3.15(E). Teachers who volunteer to cover more than two (2) such classes, or who cover classes outside their department or in non-emergencies shall be paid as provided in section 3.15(E). Emergency coverage will be defined as that needed for teachers who will be absent for two (2) periods or fewer.

C. Regular elementary classroom instruction time shall be six (6) hours twenty-three (23) minutes in grades 1 and 2, and six (6) hours twenty-eight (28) minutes in grades 3 through 6. The total teacher day for all elementary teachers shall be six (6) hours and forty (40) minutes, from not earlier than 8:00 a.m. to not later than 3:30 p.m., except as provided in Section 3.17(F).

Student dismissal time for grades 1 and 2 shall be five (5) minutes earlier than for students in grades 3 through 6. Teachers in grades 1 and 2 will receive the same average preparation time per week as do

teachers in grades 3 through 6 in the same school. The provisions of this paragraph concerning grades 1 and 2 shall also apply to Kindergarten should the District adopt a full day Kindergarten plan.

D. The normal secondary school teacher day shall be seven (7) hours, from not earlier than 7:30 a.m. to not later than 3:30 p.m., including a five (5) minute extension to period two for attendance taking and other activities, with the exception of some special classes such as Driver Education and the Marching Band.

E. Secondary teachers may be assigned a schedule that begins up to 45 minutes before the regularly scheduled school day or ends up to 45 minutes after the regularly scheduled school day ends. In no case will a schedule be created that exceeds the length of the school day already agreed to in Section 3.17(D). In the event that such a schedule becomes necessary, volunteers will be sought first, and only if no appropriate volunteer exists will this schedule be assigned to a teacher.

F. Notwithstanding the provisions of Sections 3.17(C) and (D), guidance counselors, library media specialists, psychologists and social workers may be assigned, without increasing the length of their total teacher day of 6 hours 40 minutes on the elementary level or 7 hours on the secondary level, to work a flexible schedule. Implementation of the schedules shall occur following consultation and agreement, which shall not be unreasonably withheld, among the affected employees and/or a representative of the MEA and the District. These schedules may commence not earlier than 7:00 a.m. and end not later than 5:00 p.m. or, on not more than two occasions per month, 7:00 p.m. Where possible, notice of the following semester's flexible schedules shall be provided by the District by not later than June 15 for the fall and November 15 for the spring semester. Other modifications to the adopted schedule may be made on consent of the District, teacher and Association.

G. In the elementary schools, there shall normally be no more than two (2) general faculty meetings per month. Joint elementary school full (K-6) faculty meetings will be held only after the District has notified the MEA of its intent to do so and the MEA has agreed to the meeting. The MEA's consent to holding the meeting shall not be unreasonably withheld. The burden of proof shall be upon the MEA to demonstrate the reasonableness of its refusal to agree to the District's request. This shall not preclude emergency meetings on dates not previously published, upon notification to the Union. With the exception of one (1) school week each month, the first school day of each week shall be the day for meetings. Meetings other than general faculty meetings can be held on such days. On the last school day of each month (except June), the building administration will publish and distribute an agenda for the next month's general faculty meeting(s) (inclusive of topics and personnel whose attendance is required). On the last school day of each week, the building administration will publish and distribute a complete agenda for the meeting scheduled the following week. In the event the published schedule cannot be followed, there will be no meeting. Meetings will begin no later

than thirty (30) minutes after the end of the last scheduled class in that building and will continue for no more than one (1) hour unless extended by mutual consent.

H. In the secondary school, with the exception of one (1) school week each month, the first school day of each week will be reserved for faculty, grade level, department meetings, or any other meetings called by the administration. Up to two (2) of these meetings per month may be scheduled for the entire faculty of the school. These meetings will begin no later than thirty (30) minutes after the end of the last scheduled class in that building and will continue for no more than one (1) hour unless extended by mutual consent. The dates of all faculty meetings scheduled to be held in a month shall be published before the beginning of the month (except September). This shall not preclude emergency meetings on dates not previously published upon notification to the Union. An agenda shall be distributed to the staff in advance of all meetings.

I. In the event that a faculty member is unable to attend a regularly scheduled faculty meeting, the Principal of the school will be permitted to require that member to observe a videotape of that meeting (if available) or review written materials that may be available on the topic covered. The review of that material will be completed by the faculty member at a time and place of their choosing, but will be completed within one week of the request by the principal.

J. Parent-Teacher Conferences: There will be one (1) evening elementary and secondary level parent-teacher conference which will not exceed three (3) hours, and shall begin no later than 6:00 p.m. Said conference will be held mid-year for the parents of students identified by the teacher. The teacher will identify the parents to be invited to attend the conference, subject to the review and approval of the school principal or his/her designee.

K. Middle School Advisory Program: A Middle School Advisory Program will be established to service all Seventh Graders, commencing in September 2002. The curriculum for this program will be written during the 2001-2002 school year. One (1) meeting per month will be held for organizational purposes for those teachers participating in the Middle School advisory program.

Fifteen (15) teacher volunteers will be sought who will meet with a group of seventh grade students for twenty (20) minutes before school for one day each week. During this pre-school activity, teachers would be responsible for implementing a mini-curriculum that would include the following:

- Orientation to Middle School
- Organizational Skills
- Self Awareness/Self Esteem
- Peer Relations
- Decision Making/Problem Solving
- Character Education
- Goal Setting
- Substance Abuse Prevention

- Harassment/Bullying

A stipend of $1500.00 will be placed in Schedule B for remuneration for these services. Volunteers for this program will be sought first, and only if sufficient volunteers cannot be found will the position be assigned to a teacher.

L. Professional Period: Secondary teachers shall be assigned to sixty (60) days per year of professional period to the following responsibilities, which the Coordinator and/or Director, in consultation with the Principal will calendar during each marking period:

- Curriculum mapping
- Articulation of curriculum across and among grade level(s)
- Team meetings

Additionally, on an equitable basis within certification area, the Coordinator and/or Director in consultation with the Principal will assign students for tutorial and test prep on no more than thirty (30) of the sixty (60) days per year.

M. Professional Development: All teachers shall complete fifteen (15) hours annually of professional development outside the workday, including but not limited to activities listed in the Professional Development Plan, committee work, and training. The activities shall be determined collaboratively by the teacher and administrator. This is not intended to diminish any time requirements already provided in the Professional Development Plan.

3.18 Student Teachers

A. A cooperating teacher must have at least one (1) year teaching in the District.

B. Where an instructional employee agrees to be a cooperating teacher, he/she:

1. Shall receive a copy, if available, of the college regulations regarding the student teaching experience.

2. Shall receive resumes, if available, of student teacher candidates before interviewing is arranged.

3. Shall, prior to selection, interview, accept or reject candidates.

3.19 Long Term Substitute Teacher Salary and Benefits

Teachers employed for more than sixty (60) consecutive days in a single assignment shall receive full salary. Teachers employed for a semester or more shall receive full benefits as well as full salary.

3.20 Mentor Selection

Mentor candidates shall be chosen by a joint committee, half appointed by the MEA and half appointed by the administration, and forwarded to the Superintendent. The Superintendent shall have the final decision from among the candidates recommended by the joint committee.

The Mentor stipend shall be in the amount of One Thousand Four Hundred and Fifty Dollars ($1450.00) or 2 in-service credits at the election of the teacher.

The mentor/mentee relationship is a confidential non-evaluative relationship.

3.21 Retirement Notice

Any member of the Association intending to retire shall provide notice of retirement by March 15th preceding the date of retirement. Teachers shall endeavor to give such notice; however no adverse consequence shall result from the failure to give such notice.

ARTICLE IV - COMPENSATION AND BENEFITS

4.01 Group Health Insurance Plans

A. Any new employee who works at least halftime and/or meets the State minimum requirements on a regular assignment may choose any one of the District health insurance plans on the first day of employment or within thirty (30) days thereafter without medical examination. Any employee applying after thirty (30) days may have to furnish proof of insurability.

B. The District shall pay 85% and each member shall pay 15% of the cost of the member's health insurance premiums. Effective July 1, 2005, the District shall pay 84% and each member shall pay 16% of the cost of the member's health insurance premiums; effective July 1, 2006, the District shall pay 83% and each member shall pay 17% of the cost of the member's health insurance premiums; effective July 1, 2007, the District shall pay 82% and each member shall pay 18% of the cost of the member's health insurance premiums.

C. The District shall have the option to select an alternative carrier which can provide benefits comparable to the Empire Plan at the time of the change, upon thirty (30) days' notice to the Association. In the event there is any issue or dispute between the District and the Association as to the comparability of the alternative carrier's plan, either party may submit the issue to arbitration, within such thirty (30) days, in accordance with the procedures of sections 5.04(D) and 5.05 of this Agreement. In the event that the matter is submitted to arbitration, the District shall not change carriers until the arbitrator has ruled.

D. The District will also provide optional health maintenance plans at a cost not to exceed its cost for the Empire Plan under paragraphs B or C.

E. As soon as practicable, the District shall offer teachers an optional health insurance package, the full cost of which is no greater than the District's then-current contributions for individual and family coverage for the Empire Plan or its equivalent under paragraph C. Participating teachers shall share forty (40%) percent of any cost savings which may enure to the District, as provided in section G below.

F. Members of the unit who, during the life of this Agreement, withdraw entirely from coverage paid in any part by the District, or reduce their coverage from family plan to individual plan, shall

receive forty (40%) percent of the District's savings annually, based upon whether they were receiving individual or family coverage, provided they remain uncovered by such plan or higher cost plan for a period of twelve (12) consecutive months. The payment shall be increased to 45% of the District's savings annually provided that at least 23 unit members are withdrawn from or have reduced coverage as of December 1 of each year. The payment shall be 50% of the District's savings annually if at least 25 unit members are withdrawn from or have reduced coverage as of December 1 of each year. These payments shall be made during June or December following the end of the twelve (12) month period and shall be made annually each twelve (12) months thereafter provided the member remains uncovered under the District's plan. Nothing contained herein shall preclude a member from re-entering the plan or resuming family coverage within the twelve (12) month period provided, however, that in the case of a member who re-enters in less than twelve (12) months no payment shall be made.

G. 1. Members of the unit may elect a plan no more frequently than once every six (6) months, with the exception that they may elect the Empire Plan with Enhancements or Equivalent under paragraph C at any time. The foregoing is subject to any restrictions of the carrier and of the Empire Plan or Equivalent.

2. Members of the unit who elect a plan pursuant which they may be eligible to receive a portion of the District's cost savings, shall qualify for such payment provided that they remain in that plan for a period of twelve (12) consecutive months. These payments shall be made during June or December following the end of the twelve (12) month period and shall be made annually each twelve (12) months thereafter provided the member remains in the lower cost and the plan continues to generate premium savings. Nothing contained herein shall [redacted]

4.04 Critical Illness or Death in the Immediate Family

Absence with pay will be allowed for each critical illness or death in the immediate family. Critical illness means illness which the attending physician certifies in writing to be sufficiently critical to require the staff member's presence at the bedside. Immediate family means: husband, wife, children, and any other members of the same home; father and mother, brothers and sisters; grandfathers and grandmothers, uncles and aunts; grandchildren; father-in-law and mother-in-law; brothers-in-law and sisters-in-law.

Up to a maximum of five (5) days' absence with pay will be allowed when critical illness or death involves one of the above. Upon consultation with the staff member, the Superintendent will determine the specific number of days to be allowed. His/her decision shall be based upon the degree of responsibility of involvement of the staff member and the distance from his/her home. The five (5) day maximum may be extended at the discretion of the Superintendent in unusual circumstances.

Up to a maximum of one (1) days' absence with pay will be allowed when critical illness or death involves a stepparent, stepsibling, cousin, niece or nephew.

4.05 Educational Trips

Advance approval of the Building Principal is required for teachers' attendance at educational meetings, conferences, etc., which require the absence of the teacher from his or her regular duties. Advance approval of the Superintendent or designee is required where such attendance will require absence from duties for more than 1 school day. The Superintendent's advance approval will be required for overnight and longer trips. Teachers accompanying students on field trips or otherwise acting in their normal teaching capacity will not be considered absent.

4.06 Confidential and Legal Transactions

Absence with pay will be allowed for legal transactions such as court appearances, house closings, etc., and for other legal or medical transactions of a confidential nature. One (1) day absence with pay will be allowed for attendance at a spouse's graduation, a child's graduation and for attendance at a wedding in the immediate family. Two (2) days' advance notice in writing of such absence will be made to the Superintendent.

4.07 Religious Holidays

Absence with pay will be allowed by the Superintendent for a maximum of three (3) religious holidays during the school year. The Superintendent's advance approval will be required for absences in excess of the above.

4.08 Emergencies

Absence with pay may be allowed by the Superintendent upon application for reasons of adverse weather conditions, other emergencies, or other unusual circumstances.

4.09 Personal Health and Family Hardship Leave

Upon the recommendation of the Superintendent, the Board of Education may permit members of the professional staff to take leaves not in excess of one (1) year in length for rest, restoration of health, or the alleviation of extreme or unusual hardship involving themselves or their immediate families.

In considering whether to recommend leaves for rest, the Superintendent shall take the following factors into account and shall report them to the Board when recommending such leaves:

1. Length of time staff member has served in the Manhasset Schools.
2. Benefit which would result for the school system.
3. Expectation of the teacher to return to Manhasset.

Any person granted such a leave shall be paid fifty (50%) percent of his/her salary during the period of his/her leave.

Any request by a teacher for early return from or for extension of any leave of absence shall be made no later than one (1) month prior to the original expiration of the leave.

4.10 Pregnancy

Notice of necessary pregnancy leave should be given as soon as possible. The teacher shall notify the Principal as to whether she intends to return to work immediately after recovery from the birth or intends to take child care leave. Any request by a teacher for early return from or for extension of any leave of absence shall be made no later than one (1) month prior to the original expiration of the leave.

4.11 Child Care Leave

Child care leave may be taken for up to two (2) years. In such event the time of the return of the teacher will coincide with the start of the school semester, i.e., either at the opening of school in September or at mid-year. Any request by a teacher for early return from or for extension of any leave of absence shall be made no later than one (1) month prior to the original expiration of the leave. To be eligible for additional child care leave, the teacher must return to duty for at least one (1) year after having taken child care leave.

4.12 Sabbatical Leaves

The provisions for sabbatical leaves are contained in Schedule D annexed hereto. Effective July 1, 2005, a moratorium shall apply to Sabbatical Leaves until the execution of a successor agreement, unless negotiated otherwise.

4.13 Mini-Leaves

Mini-leaves, i.e., full pay for periods of less than one (1) semester, but for at least one (1) week, may be granted for specific purposes to be determined by the Superintendent.

4.14 Jury Duty

Teachers required to serve on jury duty during work time shall receive their regular pay for all time served on jury duty. To be eligible to receive such pay, teachers shall attempt to postpone their jury service to a time when school is not in session, and shall provide a copy of a letter demonstrating such attempt on request. Any monies received from the courts for their services will be turned over to the District.

4.15 Salary Guide

A. 1. Effective November 1, 2004, each step shall be increased by 3.25% plus increment. (The schedules reflecting the increase are annexed hereto as Schedules A & B)

2. Effective July 1, 2005, each step shall be increased by 3.25% plus increment. (The schedules reflecting the increase are annexed hereto as Schedules A & B)

3. Effective July 1, 2006, each step shall be increased by 3.35% plus increment. (The schedules reflecting the increase are annexed hereto as Schedules A & B).

4. Effective July 1, 2007, each step shall be increased by 3.75% plus increment. (The schedule reflecting the increase is annexed hereto as Schedules A & B).

5. Effective July 1, 1997, the BA+15 and BA+30 columns shall be eliminated from the salary schedule. Employees who are in those columns as of that date shall continue to receive their annual salary as of June 30, 2004, plus a 3.25% increase effective November 1, 2004, plus a 3.25% increase effective July 1, 2005, plus a 3.35% increase effective July 1, 2006, plus a 3.75% increase effective July 1, 2007, as well as any salary increases subsequently negotiated by the parties, and annual step movement, where applicable. In September of each school year, the MEA President will receive a list that includes the names and salaries of the individuals who would otherwise be placed on those columns.

B. Schedule C shall be increased by 3.25%, effective July 1, 2005; an additional 3.35%, effective July 1, 2006; and an additional 3.75%, effective July 1, 2007. (Said schedule reflecting the increase is annexed hereto as Schedule C).

C. The I.R.C. Section 125 Plan in effect in the District permits unit members to pay for portions of their health insurance premiums, non-reimbursable medical and childcare expenses with pre-tax dollars. It is understood that before the pre-tax contributions are implemented, any employee making such contributions shall first agree in writing to indemnify and save the District harmless against any and all claims and/or liabilities, including fees, except as herein otherwise provided, that arise out of or by reason of action taken or not taken by the District for the purpose of complying with this Section. Effective September 9, 2001, the District will assume the full cost of administration of the cafeteria plan, to a maximum of Four Dollars ($4.00) per month per participating unit member.

4.16 Initial Placement

Teachers will be placed on the guide in accordance with their education and experience. The District will grant full credit to a teacher with ten (10) years or less full-time experience in public schools, retroactive to September 1985. The District may grant credit for experience beyond ten (10) years and for other types of experience. The District will grant full credit to a teacher with 5 years or less full-time experience in public schools. The District may grant credit for experience beyond 5 years and for other types of experience.

4.17 Moving to Higher Steps

A. Teachers will be eligible for advancement to the next step on the salary schedule after completion of a full year of service at the given step. Such advancements will be made at the beginning of the school year, or at the beginning of the second semester, whichever first follows the completion of the full year of service.

B. Increments may be withheld in whole or in part because of unsatisfactory service. The District shall warn the affected teacher in writing by no later than December 15 of the possibility that his or her increment may be withheld in whole or in part the following September, and shall notify the teacher no later than June 1 of its decision on the matter.

4.18 Transferring to Higher Columns

A. A degree must have been officially granted by an institution of higher learning before salary credit can be given.

B. Credits for salary advancement may be earned during the school year, summer vacation or sabbatical leave.

C. The Superintendent's advance written approval must be granted for any activity a teacher proposes to use for salary credit toward the MA+30 or the MA+60 columns. Topics or activities are, in order of preference: 1) the teacher's own field of work in Manhasset; 2) closely related fields.

D. Teachers at the maximum of a column will move across to the adjoining step of the higher column.

E. Transfers will be made on September 1, and February 1 for teachers qualifying during the preceding five (5) month period.

F. 1. Teachers who are on the MA 60 or Doctorate columns shall be granted a 2.5% wage differential upon the completion of at least fifteen points of salary guide credit comprised of graduate course credit and/or in-service credit. (Graduate credits for each course successfully competed shall be counted as one point for each graduate credit obtained. In-service credit will be granted at the rate of one point for each

fifteen (15) clock hours of class work.) All credit must relate directly to the staff member's instructional assignment and shall be approved at the sole discretion of the Superintendent, or his designee, before the course is taken, which approval shall not be unreasonably withheld. Sections 4.18(B)(E) of the contract shall apply to this salary differential. Once fifteen salary guide points have been awarded, the teacher will be granted the differential. All credit used for acquisition of the aforesaid differential shall be obtained on or after June 25, 2001.

2. In order to continue to receive the salary differential, the teacher shall complete five (5) salary guide points every two years thereafter. All credit must relate directly to the staff member's instructional assignment and shall be approved at the sole discretion of the Superintendent, or his designee, before the course is taken, which approval shall not be unreasonably withheld. Persons who fail to meet the aforesaid renewal requirement shall no longer be granted the differential. They may obtain the differential by again completing the salary guide credit requirement for initial award of the differential described in paragraph (1) above with credit obtained after the date of the initial grant of the differential. A teacher may be granted an additional year to fulfill the renewable requirement if there are "extenuating circumstances." Extenuating circumstances requires:

- Illness for ninety (90) school days, or
- Death of a child, spouse or parent.

All additional requests for an additional year to fulfill the renewable requirement are subject to the approval of the Superintendent. The Superintendent's denial is not subject to review under the parties' grievance procedures. In the event that an extra year is granted, the teacher shall be paid the differential during the third (additional) year.

4.19 Academic Credit

With the advance approval of the Superintendent, the following salary guide allowances for transfer to higher columns will be awarded upon submission of evidence (e.g., transcripts, attendance records,

etc.) of satisfactory completion of academic courses, research, independent study, and District-approved workshops:

A. A maximum of one (1) point salary guide credit will be awarded for each point of graduate course work for master's degree or above, provided that such course work was not included in the computation of credits required for a degree already awarded the staff member. Approval by the Superintendent will be based upon the appropriateness of a given course to the staff member's instructional assignment or assignments.

B. A maximum allowance of one (1) point salary guide credit for each point of graduate credit from an accredited college or university will be awarded for approved salary guide columns.

C. Salary guide credit to be fixed at a rate not to exceed that which is applied to District-approved workshops will be awarded for undergraduate course work (completed at an accredited college or university) which the Superintendent deems appropriate to the staff member's instructional assignment or assignments. Maximum salary guide allowances for such courses are established as follows:

BA + 15 - 5	MA + 15 - 5
BA + 30 - 5	MA + 30 - 5
BA + 60 - 10	MA + 45 – 5

These maximum allowances do not apply to Teacher Resource Center workshop credits.

D. Salary guide credits for approved Curriculum Improvement Workshops and approved Individual Growth Workshops will be granted at the rate of at least one (1) point for each fifteen (15) clock hours of class work to staff members at all salary columns on condition that they complete (to the satisfaction of the workshop instructor) additional study outside the regular workshop sessions. Teachers on the MA+60 and doctorate columns will receive Forty-Five ($45.00) Dollars per point for District-recommended curriculum improvement and individual growth workshops. Effective July 1, 2005, teachers on the MA+60 and doctorate columns will receive Forty-Six Dollars and forty-six cents ($46.46) per point for District-recommended curriculum improvement and individual growth workshops. Effective July 1, 2006, teachers on the MA+60 and doctorate columns will receive Forty-Eight Dollars and two cents ($48.02) per point for District-recommended curriculum improvement and individual growth workshops. Effective July 1, 2007, teachers on the MA+60 and doctorate columns will receive Forty-Nine Dollars and eighty-two cents ($49.82) per point for District-recommended curriculum improvement and individual growth workshops.

E. A total of ten (10) points salary guide credit between columns MA and MA+60 for approved research and/or independent study undertaken subsequent to employment by the Manhasset Public Schools and planned in consultation with the Principal and the Assistant Superintendent for Instruction will be awarded to staff members in accordance with the following maximums per columns:

MA + 15 - 2-½	
MA + 30 - 2-½	
MA + 45 - 2-½	
MA + 60 - 2-½	
Total	10

F. Independent study which necessitates traveling may be undertaken. Teachers planning such a trip must submit to the Superintendent a detailed plan and outline at least two (2) weeks before the date of departure and a written report no later than four (4) weeks following return from the trip.

4.20 Salary Differential

A. For personnel placed on the Teachers' Salary Guide, differentials above the stated guide may be paid only for the following reasons:

Responsibility - A person who has responsibility for and authority over an activity may be paid a differential while he/she holds that responsibility.

Extra Work - A person who spends extra time doing work beyond his/her normal load may be paid a differential while he/she performs that extra work.

Distinguished Service - A person who performs his/her duties with unusual and outstanding competence and who has tenure status may be paid a differential of up to One Thousand Dollars ($1,000.00) per year while his/her work is of such high quality. Effective July 1, 2005, a person who performs his/her duties with unusual and outstanding competence and who has tenure status may be paid a differential of up to One Thousand and Thirty-two Dollars and fifty cents ($1,032.50) per year while his/her work is of such high quality. Effective July 1, 2006, a person who performs his/her duties with unusual and outstanding competence and who has tenure status may be paid a differential of up to One Thousand and Sixty-seven Dollars and nine cents ($1,067.09) per year while his/her work is of such high quality. Effective July 1, 2007, a person who performs his/her duties with unusual and outstanding competence and who has tenure status may be paid a differential of up to One Thousand One Hundred and Seven Dollars and eleven cents ($1,107.11) per year while his/her work is of such high quality.

National Board Certification – A person who achieves National Board Certification in his or her tenure area shall receive a wage increase of One Thousand Dollars ($1,000.00). Effective July 1, 2005, a person who achieves National Board Certification in his or her tenure area shall receive a wage increase of One Thousand and Thirty-two Dollars and fifty cents ($1,032.50). Effective July 1, 2006, a person who achieves National Board Certification in his or her tenure area shall receive a wage increase of to One Thousand and Sixty-seven Dollars and nine cents ($1,067.09). Effective July 1, 2007, a person who achieves National Board Certification in his or her tenure area shall receive a wage increase of One Thousand One Hundred and Seven Dollars and eleven cents ($1,107.11).

B. The District may set criteria each year to offer any teacher that meets such criteria up to one (1) year's salary to encourage retirement or resignation and may offer a teacher a bonus of up to one (1) year's salary to delay a retirement by one (1) year. The granting or denial of such incentives shall be at the District's sole discretion and not subject to challenge in the grievance procedure or in any other form. The District shall notify the MEA president before any agreement between the District and a teacher under this paragraph is finalized.

4.21 Competition

Temporary - A highly desirable incoming person who cannot be attracted by the salary available to him/her on a given step of the Teachers' Salary Guide may be paid a differential of up to One Thousand ($1,000.00) Dollars per year for a period not in excess of five (5) years, and preferably for a shorter time.

Permanent - A highly qualified person trained for a specific field in which salaries are generally above those provided by the Teachers' Salary Guide may be paid a differential while salaries in the field remain above the Guide.

4.22 Pay Procedures

A. The District will deduct amounts authorized by individual teachers from their pay and remit the amounts deducted to the teachers' accounts in the Nassau Educators' Federal Credit Union within five (5) days of payday.

B. The District shall provide for optional choice of carrier for tax-sheltered annuities.

4.23 Mileage Rate

Reimbursement for use of private cars for school business or for transportation to educational meetings is made at the current IRS rate.

4.24 Trips Within the District by Special Teachers

Car expenses will be paid only when teachers must travel from one (1) building to another within one (1) day and not when they are assigned to one (1) building for a whole day.

4.25 New York City Trips

Teachers attending meetings in New York City will be reimbursed in terms of the cost of transportation by train and subway. Those teachers who drive will be paid the same amount as though they had gone by train, unless one (1) or more other staff members are taken as passengers to the same meeting.

4.26 Student Field Trips

Teachers who accompany students on educational trips by public transportation will be reimbursed for the full amount of the fare. Overnight field trips in activities not otherwise paid on Schedules B or C shall be paid the same rate as the "Evening Chaperone Supervisor in Charge" (Schedule C) rather than the hourly "School Trip Chaperone" rate.

4.27 Prior Approval

Prior approval by Central Administration is required for reimbursement of the above travel expenses.

ARTICLE V - GRIEVANCE PROCEDURE

5.01 Purpose

It is the policy of the Board and the Association that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. However, both parties recognize that the procedure must be available without any fear of discrimination because of its use. Informal settlement at any stage shall bind the immediate parties to the settlement but shall not be precedents in a later grievance proceeding.

5.02 Definitions

A. A "grievance" is an alleged violation of this Agreement or any dispute as to its meaning or application.

B. A "teacher" is any person in the unit covered by this Agreement.

C. An "aggrieved party" is the teacher or group of teachers who submit a grievance or on whose behalf it is submitted, the Association, or (when it submits a grievance) the Board.

5.03 Submission of Grievances

A. Before submission of a written grievance, the aggrieved party must attempt to resolve it informally.

B. Each grievance shall be submitted in writing on a form approved by the Board and the Association and shall identify the aggrieved party, the provision of this Agreement involved in the grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, and, if known, the identity of the person responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved party.

C. A grievance shall be deemed waived unless the subject matter or the question involved has been called to the attention of the District in writing within thirty (30) school days after the aggrieved party knew or should have known of the event or conditions on which it is based. The period may be extended by mutual agreement.

D. 1. A teacher or group of teachers may submit grievances which affect them personally and shall submit such grievances to the Building Principal.

2. The Association may submit any grievance. If it is limited in effect to one (1) school, the grievance shall be submitted to the Building Principal; otherwise it shall be submitted directly to the Superintendent of Schools.

3. The Board shall present grievances to the President of the Association.

5.04 Grievance Procedure

A. The Building Principal shall respond in writing to each grievance received. If an aggrieved party is not satisfied with the response of the Building Principal or if no response is received within one (1) calendar week after the submission of a grievance, such aggrieved party may submit a copy of the grievance to the Superintendent.

B. The Superintendent or his/her designated representative shall, upon request, confer with the aggrieved parties with respect to the grievance and shall deliver to the aggrieved parties a written statement of his/her position with respect to it no later than two (2) weeks after it is received by him/her.

C. Within two (2) weeks after receiving a grievance from the Board, the President of the Association shall, upon request, confer with the Superintendent of Schools and shall deliver to the Superintendent of Schools a written statement of the position of the Association with respect to the grievance.

D. In the event the Association or the Board is not satisfied with the statement of the other with respect to the grievance, it may, within fifteen (15) days after receiving the statement, refer the grievance to arbitration by requesting that the American Arbitration Association propose the names of seven (7) arbitrators. A copy of such request shall be forwarded to the Superintendent of Schools or the President of the Association.

5.05 Arbitration

A. Upon receipt of the names of the proposed arbitrators, a designee of the Superintendent and of the Association shall strike names from the list until one ultimately is designated as the arbitrator.

B. The arbitrator's decision will be in writing and will set forth his/her findings, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of the Agreement. The arbitrator shall have no power to alter, add to or detract from the provisions of the Agreement. However, his/her decision with respect to this Agreement will be binding on all parties.

C. The cost for the services of the arbitrator will be borne equally by the Board and the Association.

D. The election to submit a grievance to arbitration shall automatically be a waiver of all other remedies or forums which otherwise could be available, to the extent permitted by law.

ARTICLE VI - DURATION

This Agreement shall be effective from July 1, 2004, to and including June 30, 2008.

MANHASSET U.F.S.D.

MANHASSET EDUCATION ASSOCIATION

By: _____ By: _____

Superintendent of Schools

President

SCHEDULE A
2004-05 Salary Schedule
3.25%

STEP	BA	MA	MA+15	MA+30	MA+45	MA+60	DR.
1	$48,214	$58,097	$59,260	$60,448	$61,657	$62,890	$64,463
2	$48,696	$58,680	$59,854	$61,052	$62,273	$63,520	$65,237
3	$49,183	$59,269	$60,453	$61,662	$62,897	$64,155	$66,022
4	$49,675	$59,859	$61,057	$62,280	$63,528	$64,798	$66,812
5	$53,158	$64,052	$65,336	$66,643	$67,976	$69,337	$71,494
6	$54,805	$66,040	$67,361	$68,710	$70,086	$71,486	$73,713
7	$56,506	$68,089	$69,451	$70,842	$72,258	$73,705	$75,998
8	$58,258	$70,201	$71,606	$73,039	$74,499	$75,992	$78,356
9	$60,300	$72,681	$74,136	$75,617	$77,131	$78,674	$81,124
10	$63,920	$77,046	$78,586	$80,160	$81,762	$83,397	$85,994
11	$65,839	$79,357	$80,946	$82,564	$84,215	$85,902	$88,574
12	$67,814	$81,739	$83,375	$85,043	$86,744	$88,480	$91,236
13	$69,851	$84,194	$85,877	$87,596	$89,347	$91,137	$93,973
14	$71,599	$86,300	$88,025	$89,787	$91,584	$93,418	$96,324
15	$75,899	$91,480	$93,309	$95,178	$97,081	$99,023	$102,105
16	$75,899	$92,852	$94,709	$96,606	$98,538	$100,511	$104,658
17	$75,899	$92,852	$94,709	$98,053	$100,016	$102,017	$107,277
18	$75,899	$92,852	$94,709	$98,053	$100,016	$102,017	$107,277
19	$75,899	$92,852	$94,709	$98,053	$100,016	$102,017	$107,277
20	$76,657	$94,709	$96,606	$100,016	$102,017	$104,059	$109,423
21	$76,657	$94,709	$96,606	$100,016	$102,017	$104,059	$109,423
22	$76,657	$94,709	$96,606	$100,016	$102,017	$104,059	$109,423
23	$76,657	$94,709	$96,606	$100,016	$102,017	$104,059	$109,423
24	$76,657	$94,709	$96,606	$100,016	$102,017	$104,059	$109,423
25	$77,424	$96,606	$98,538	$102,017	$104,059	$106,141	$111,612
26	$77,424	$96,606	$98,538	$102,017	$104,059	$106,141	$111,612
27	$77,424	$96,606	$98,538	$102,017	$104,059	$106,141	$111,612
28	$77,424	$96,606	$98,538	$102,017	$104,059	$106,141	$111,612
29	$77,424	$96,606	$98,538	$102,017	$104,059	$106,141	$111,612
30	$78,973	$98,155	$100,085	$103,566	$105,608	$107,690	$113,161

SCHEDULE A
2005-06 Salary Schedule
3.25%

STEP	BA	MA	MA+15	MA+30	MA+45	MA+60	DR.
1	$49,781	$59,985	$61,186	$62,412	$63,661	$64,933	$66,558
2	$50,278	$60,587	$61,799	$63,036	$64,297	$65,585	$67,358
3	$50,782	$61,195	$62,418	$63,666	$64,941	$66,240	$68,168
4	$51,289	$61,805	$63,041	$64,305	$65,592	$66,904	$68,983
5	$54,886	$66,134	$67,459	$68,809	$70,185	$71,590	$73,818
6	$56,586	$68,186	$69,551	$70,943	$72,364	$73,809	$76,109
7	$58,342	$70,302	$71,708	$73,144	$74,607	$76,100	$78,468
8	$60,151	$72,482	$73,933	$75,413	$76,920	$78,462	$80,903
9	$62,260	$75,043	$76,545	$78,075	$79,638	$81,231	$83,760
10	$65,997	$79,550	$81,140	$82,765	$84,419	$86,107	$88,789
11	$67,979	$81,936	$83,577	$85,247	$86,952	$88,694	$91,453
12	$70,018	$84,395	$86,085	$87,807	$89,564	$91,356	$94,201
13	$72,121	$86,930	$88,668	$90,443	$92,251	$94,099	$97,027
14	$73,926	$89,105	$90,886	$92,705	$94,560	$96,454	$99,455
15	$78,366	$94,453	$96,342	$98,271	$100,236	$102,241	$105,423
16	$78,366	$95,869	$97,787	$99,746	$101,740	$103,777	$108,060
17	$78,366	$95,869	$97,787	$101,240	$103,267	$105,333	$110,763
18	$78,366	$95,869	$97,787	$101,240	$103,267	$105,333	$110,763
19	$78,366	$95,869	$97,787	$101,240	$103,267	$105,333	$110,763
20	$79,148	$97,787	$99,746	$103,267	$105,333	$107,441	$112,980
21	$79,148	$97,787	$99,746	$103,267	$105,333	$107,441	$112,980
22	$79,148	$97,787	$99,746	$103,267	$105,333	$107,441	$112,980
23	$79,148	$97,787	$99,746	$103,267	$105,333	$107,441	$112,980
24	$79,148	$97,787	$99,746	$103,267	$105,333	$107,441	$112,980
25	$79,940	$99,746	$101,740	$105,333	$107,441	$109,591	$115,240
26	$79,940	$99,746	$101,740	$105,333	$107,441	$109,591	$115,240
27	$79,940	$99,746	$101,740	$105,333	$107,441	$109,591	$115,240
28	$79,940	$99,746	$101,740	$105,333	$107,441	$109,591	$115,240
29	$79,940	$99,746	$101,740	$105,333	$107,441	$109,591	$115,240
30	$81,539	$101,345	$103,338	$106,932	$109,040	$111,190	$116,839

SCHEDULE A
2006-07 Salary Schedule
3.35%

STEP	BA	MA	MA+15	MA+30	MA+45	MA+60	DR.
1	$51,523	$62,084	$63,328	$64,597	$65,889	$67,206	$68,888
2	$52,038	$62,708	$63,962	$65,242	$66,547	$67,880	$69,715
3	$52,559	$63,337	$64,602	$65,894	$67,214	$68,559	$70,554
4	$53,084	$63,968	$65,248	$66,555	$67,888	$69,245	$71,398
5	$56,807	$68,449	$69,820	$71,217	$72,641	$74,096	$76,402
6	$58,567	$70,573	$71,985	$73,426	$74,897	$76,393	$78,773
7	$60,384	$72,763	$74,218	$75,704	$77,218	$78,764	$81,215
8	$62,256	$75,019	$76,521	$78,052	$79,612	$81,208	$83,735
9	$64,439	$77,669	$79,224	$80,807	$82,425	$84,074	$86,692
10	$68,307	$82,334	$83,980	$85,662	$87,374	$89,121	$91,896
11	$70,358	$84,804	$86,502	$88,231	$89,995	$91,798	$94,654
12	$72,468	$87,349	$89,098	$90,880	$92,698	$94,553	$97,498
13	$74,645	$89,973	$91,772	$93,609	$95,480	$97,392	$100,423
14	$76,513	$92,224	$94,067	$95,950	$97,870	$99,829	$102,935
15	$81,109	$97,758	$99,714	$101,711	$103,744	$105,820	$109,113
16	$81,109	$99,225	$101,210	$103,237	$105,301	$107,410	$111,842
17	$81,109	$99,225	$101,210	$104,784	$106,881	$109,019	$114,640
18	$81,109	$99,225	$101,210	$104,784	$106,881	$109,019	$114,640
19	$81,109	$99,225	$101,210	$104,784	$106,881	$109,019	$114,640
20	$81,918	$101,210	$103,237	$106,881	$109,019	$111,202	$116,934
21	$81,918	$101,210	$103,237	$106,881	$109,019	$111,202	$116,934
22	$81,918	$101,210	$103,237	$106,881	$109,019	$111,202	$116,934
23	$81,918	$101,210	$103,237	$106,881	$109,019	$111,202	$116,934
24	$81,918	$101,210	$103,237	$106,881	$109,019	$111,202	$116,934
25	$82,738	$103,237	$105,301	$109,019	$111,202	$113,426	$119,273
26	$82,738	$103,237	$105,301	$109,019	$111,202	$113,426	$119,273
27	$82,738	$103,237	$105,301	$109,019	$111,202	$113,426	$119,273
28	$82,738	$103,237	$105,301	$109,019	$111,202	$113,426	$119,273
29	$82,738	$103,237	$105,301	$109,019	$111,202	$113,426	$119,273
30	$84,393	$104,892	$106,955	$110,674	$112,857	$115,081	$120,928

SCHEDULE A
2007-08 Salary Schedule
3.75%

STEP	BA	MA	MA+15	MA+30	MA+45	MA+60	DR.
1	$53,455	$64,412	$65,703	$67,019	$68,360	$69,726	$71,471
2	$53,990	$65,059	$66,361	$67,689	$69,043	$70,426	$72,330
3	$54,530	$65,712	$67,025	$68,365	$69,734	$71,130	$73,200
4	$55,075	$66,367	$67,694	$69,051	$70,434	$71,842	$74,075
5	$58,937	$71,015	$72,438	$73,888	$75,365	$76,874	$79,267
6	$60,763	$73,219	$74,684	$76,179	$77,705	$79,258	$81,727
7	$62,648	$75,491	$77.001	$78,543	$80,114	$81,718	$84,260
8	$64,591	$77,832	$79,390	$80,979	$82,598	$84,253	$86,875
9	$66,855	$80,582	$82,195	$83,838	$85,516	$87,227	$89,943
10	$70,869	$85,422	$87,129	$88,875	$90,650	$92,463	$95,342
11	$72,997	$87,984	$89,746	$91,539	$93,370	$95,240	$98,203
12	$75,186	$90,625	$92,439	$94,288	$96,175	$98,099	$101,154
13	$77,444	$93,347	$95,213	$97,119	$99,060	$101,044	$104,189
14	$79,382	$95,682	$97,594	$99,548	$101,540	$103,573	$106,796
15	$84,150	$101,424	$103,453	$105,525	$107,635	$109,788	$113,205
16	$84,150	$102,946	$105,005	$107,108	$109,250	$111,437	$116,036
17	$84,150	$102,946	$105,005	$108,713	$110,889	$113,108	$118,939
18	$84,150	$102,946	$105,005	$108,713	$110,889	$113,108	$118,939
19	$84,150	$102,946	$105,005	$108,713	$110,889	$113,108	$118,939
20	$84,990	$105,005	$107,108	$110,889	$113,108	$115,372	$121,319
21	$84,990	$105,005	$107,108	$110,889	$113,108	$115,372	$121,319
22	$84,990	$105,005	$107,108	$110,889	$113,108	$115,372	$121,319
23	$84,990	$105,005	$107,108	$110,889	$113,108	$115,372	$121,319
24	$84,990	$105,005	$107,108	$110,889	$113,108	$115,372	$121,319
25	$85,841	$107,108	$109,250	$113,108	$115,372	$117,680	$123,746
26	$85,841	$107,108	$109,250	$113,108	$115,372	$117,680	$123,746
27	$85,841	$107,108	$109,250	$113,108	$115,372	$117,680	$123,746
28	$85,841	$107,108	$109,250	$113,108	$115,372	$117,680	$123,746
29	$85,841	$107,108	$109,250	$113,108	$115,372	$117,680	$123,746
30	$87,558	$108,825	$110,966	$114,825	$117,089	$119,397	$125,463

SCHEDULE B

The following salaries are in addition to the regular salary (Schedule A):

	2004-05	2005-06	2006-07	2007-08
*Guidance Counselors	$5,890	$6,082	$6,286	$6,521
*Psychologists	$4,145	$4,280	$4,424	$4,589
Teacher Specialists: Elem. Math, Computer, Staff Developer, Lead Teacher	$3,934	$4,062	$4,198	$4,355
Director of Bands HS, Assistant Director of Band HS - 50% of stipend	$8,846	$9,134	$9,440	$9,794
Jazz Ensemble HS	$2,212	$2,283	$2,360	$2,448
Drama Program Director HS	$12,589	$12,998	$13,434	$13,938
Drama Program Director MS (incl MS Drama Club)	$6,595	$6,809	$7,037	$7,301
Lighting and Sound Supervisor	$6,263	$6,467	$6,683	$6,934
Director of Vocal	$8,076	$8,339	$8,618	$8,941
Science Research HS	$6,269	$6,473	$6,690	$6,941
Summer School Driver Ed Coord.	$644	$665	$688	$713
Middle School Advisory Program	$1,659	$1,713	$1,771	$1,837
Summer School Tchr (hourly)	$47.68	$49.23	$50.88	$52.79
Homebound Instructor (hourly)	$47.68	$49.23	$50.88	$52.79
Correcting Regents Comp. Exams (hourly)	$47.68	$49.23	$50.88	$52.79
Driver's Education instructor (hourly)	$47.68	$49.23	$50.88	$52.79
State Testing Prep. (hourly)	$47.68	$49.23	$50.88	$52.79
Curriculum Writing (hourly)	$44.24	$45.68	$47.21	$48.98
Inclusion Articulation (hourly)	$44.24	$45.68	$47.21	$48.98

SCHEDULE B - Continued

* Guidance counselors will receive the above stipend as compensation for working a total of ten (10) additional days following the close of school in June, before the opening of school in September, or any division thereof in June, August or September. Psychologists will receive the above stipend for working five (5) additional days under the same conditions as guidance counselors. The dates for the psychologists will be arranged by the Director of Special Education and Special Services. For summer work days in addition to those stipulated for counselors and psychologists, those individuals will receive 1/200th of the previous year's contracted salary (including respective stipends).

SCHEDULE C
Full Year Assignments

Bargaining unit members will be given first consideration in Schedule C assignments, where appropriate.

	2004-05	2005-06	2006-07	2007-08
CLASS IA Yearbook Advisor 9-12	$5,275	$5,446	$5,629	$5,840
CLASS I Newspaper Advisor 9-12 (Indian Ink), 8 issues, prorated if fewer Yearbook Advisor & Bus MS Senior Class Advisor Jounce, 2 issues, prorated if fewer	$4,187	$4,323	$4,468	$4,635
CLASS II Attendance Supervisor 9-12 - 150% of stipend Debate Team Advisor Student Union Advisor 9-12 Class Advisor 7-11 Peer Connection Voices of Youth (2 @ 50%) Newspaper & Lit. Mag. MS (Inkwell) - 4 issues, prorated if fewer	$3,376	$3,486	$3,602	$3,738
CLASS III Mock Trial Advisor Drama Art Work Supervisor, HS Mathletes 9-12 Student Senate Advisor Phoenix Advisor - 150% of stipend Dance Director, Musical Production	$2,336	$2,412	$2,493	$2,586
CLASS IV Yearbook Business Advisor HS School Store Manager Orchestra Ensembles HS Math Olympiads (Elementary) Mathletes Elementary, MS Orchestra Director, Musical Prod. Contemporary Dance Future Business Leaders of America	$1,901	$1,963	$2,029	$2,105

SCHEDULE C
Full Year Assignments - continued

	2004-05	2005-06	2006-07	2007-08
CLASS V	$1,485	$1,533	$1,585	$1,644
SAM Advisor				
Peer Drug Educators				
National Honor Society Advisor				
Girls Leaders Club Advisor				

SCHEDULE C
Per Event or Per Period Assignments

	2004-05	2005-06	2006-07	2007-08
Class XII Away Event Supervisor (includes supervision at contest, per hour) Life Drawing (per hour)	$68.56	$70.79	$73.16	$75.90
Class XIII SADD Athletic Event Supervisor/Timekeeper/Scorekeeper (1 games/match afternoon) MS Academic extra-curriculars, academic clubs: French, Italian, Latin, Key, Math Honor, elementary extended day Homework center (per session) Kindergarten Transition Tri-Music Honor Society Advisor Fed challenge Wilson Certified Instructor	$58.78	$60.69	$62.72	$65.08
Class XIV Detention Supervisor 9-12 (per hour) Detention Supervisor 7-8 (per hour) Lunchroom Supervisor (per period) MS Activity Supervisor (eg. Peer leader, per session) Elementary Instrumental Music Poetry Coffee House (per hour) School Trip Chaperones (after school hours with advance consent of bldg principal, per hour)	$43.60	$45.02	$46.53	$48.27

SCHEDULE C
Interscholastic Sports

Salaries shown below are based upon five (5) coaching sessions each week and three (3) coaching seasons, the lengths of which are established by the Nassau County Public High School Athletic Association (usually twelve (12) weeks in length). For those sports that are scheduled for only two (2) or three (3) sessions each week (e.g. bowling, golf, etc.) only the appropriate fraction of the salaries shown will be paid.

Coaches who coach games played after the last divisional game or contest is concluded, shall be paid 3/60th of their coaching stipend for each game or contest (including byes).

Middle School head coaches will be classed as assistant coaches in determining salaries. Middle School assistant coaches will be paid seventy-five percent (75%) of the salary rate paid to Middle School head coaches. When Middle School interscholastic sports are scheduled for four (4) coaching seasons, all Middle School head coaches and Middle School assistant coaches will be paid at the rate of eighty percent (80%) of their scheduled salaries, except football coaches, who will be paid one hundred percent (100%) of their scheduled salaries.

Upon the recommendation of the Athletic Director, Middle School head coaches and Middle School assistant coaches can be paid according to three (3) coaching seasons by assisting a varsity coach for two (2) weeks either before the start of or after the conclusion of their Middle School sport season.

Coaches will receive the following:

SCHEDULE C
Interscholastic Sports

+Basketball, +Football, +Lacrosse

	2004-05		2005-06		2006-07		2007-08	
Years of Experience	Head	Assist	Head	Assist	Head	Assist	Head	Assist
1 - 2	$5,900	$4,421	$6,092	$4,565	$6,296	$4,718	$6,532	$4,895
3 - 4	$6,273	$4,719	$6,477	$4,872	$6,694	$5,036	$6,945	$5,224
5 - 6	$6,716	$5,014	$6,934	$5,177	$7,167	$5,350	$7,435	$5,551
7 - 8	$7,130	$5,311	$7,362	$5,484	$7,608	$5,667	$7,894	$5,880
9 - 10	$7,537	$5,617	$7,782	$5,800	$8,043	$5,994	$8,344	$6,219

+Baseball, +Track, +Soccer, +Softball, +Volleyball, +Wrestling, +Field Hockey, +Cross Country, +Indoor Track

	2004-05		2005-06		2006-07		2007-08	
Years of Experience	Head	Assist	Head	Assist	Head	Assist	Head	Assist
1 - 2	$4,571	$3,451	$4,720	$3,563	$4,878	$3,683	$5,061	$3,821
3 - 4	$4,898	$3,674	$5,057	$3,793	$5,227	$3,920	$5,423	$4,068
5 - 6	$5,239	$3,900	$5,409	$4,027	$5,590	$4,162	$5,800	$4,318
7 - 8	$5,572	$4,164	$5,753	$4,299	$5,946	$4,443	$6,169	$4,610
9 - 10	$5,924	$4,432	$6,117	$4,576	$6,321	$4,729	$6,558	$4,907

***Badminton, *Swimming, *Tennis, Weight Room, Crew, Golf, Bowling, Fencing**

	2004-05		2005-06		2006-07		2007-08	
Years of Experience	Head	Assist	Head	Assist	Head	Assist	Head	Assist
1 - 2	$3,824	$3,079	$3,948	$3,179	$4,081	$3,286	$4,234	$3,409
3 - 4	$4,123	$3,269	$4,257	$3,375	$4,400	$3,488	$4,565	$3,619
5 - 6	$4,345	$3,493	$4,486	$3,607	$4,637	$3,727	$4,810	$3,867
7 - 8	$4,571	$3,674	$4,720	$3,793	$4,878	$3,920	$5,061	$4,068
9 - 10	$4,874	$3,907	$5,032	$4,034	$5,201	$4,169	$5,396	$4,325

SCHEDULE C - Continued
Interscholastic Sports

+ Salary based on six (6) coaching sessions per week, including vacation periods. (This does not reflect the coaching schedule of Middle School coaches.)

* Same coach for varsity and junior varsity.

Advancement on the Schedule

Coaches will move from one (1) salary step to another when qualified by experience and recommendation of the Athletic Director. For advancement in the interscholastic columns of the guide, only experience in the specific interscholastic sport currently being coached may be credited. Experiences as head or assistant coach will be considered identical.

Responsibilities

Coaches will be expected to fulfill all coaching responsibilities during their seasons. In the event that coaches are unable to fulfill their time commitment for practice and competition because of conflicting extra-pay responsibilities, their salary will be reduced on a pro-rata basis.

SCHEDULE C
Athletic Equipment Manager

	2004-05		2005-06		2006-07		2007-08	
Years of Experience	Fall/Winter*	Winter Fall/Spr	Fall/Winter*	Winter Fall/Spr	Fall/Winter*	Winter Fall/Spr	Fall/Winter*	Winter Fall/Spr
1 - 2	$3,227	$2,453	$3,332	$2,533	$3,443	$2,618	$3,573	$2,716
3 - 4	$3,525	$2,643	$3,640	$2,729	$3,761	$2,820	$3,903	$2,926
5 - 6	$3,751	$2,791	$3,873	$2,882	$4,003	$2,978	$4,153	$3,090
7 - 8	$3,969	$3,005	$4,098	$3,103	$4,235	$3,207	$4,394	$3,327

* Includes football season

SCHEDULE C
Intramural Sports

(Three seasons of 12 weeks each)

The rate for intramurals is based on five (5) days a week. Where a sport or activity is scheduled for only two (2) or three (3) sessions each week, salaries are to be paid on a pro-rated basis.

	2004-05		2005-06		2006-07		2007-08	
Years of Experience	Head Coach	Head Assistant	Head Coach	Head Assistant	Head Coach	Head Assistant	Head Coach	Head Assistant
1 - 2	$2,624	$1,959	$2,709	$2,023	$2,800	$2,090	$2,905	$2,169
3 - 4	$2,769	$2,105	$2,859	$2,173	$2,955	$2,246	$3,066	$2,330
5 - 6	$2,982	$2,284	$3,079	$2,358	$3,182	$2,437	$3,301	$2,529
7 - 8	$3,203	$2,623	$3,307	$2,708	$3,418	$2,799	$3,546	$2,904

Coaches will move from one (1) salary step to another when qualified by experience and recommendation of the Athletic Director.

For advancement in the intramural steps of the guide, experience in any intramural sport may be credited.

The coach of cheerleaders (football and basketball) will receive one-half (50%) of the Intramural Sports salary schedule under column 1 - Head for each season. The rate is based on thirty (30) one-hour sessions.

The coach of the Flag Team (Fall season) will receive the Head Coach stipend. The coach of the Flag Team (Spring season) will receive one-half (50%) of the Head Coach stipend.

The coach of the Color Guard will receive one-half (50%) of the Intramural Sports salary schedule under column 1 - Head.

The Contemporary Dance Head Coach will receive 80% of the Head Coach stipend for one season.

The Contemporary Dance Head Assistant will receive 80% of the Head Assistant stipend for one season.

The Elementary Dance Head Coach will receive 40% of the Head Coach stipend for three (3) seasons.

The Elementary Dance Head Assistant will receive 40% of the Head Assistant stipend for three (3) seasons.

SCHEDULE D
Sabbatical Leaves

General Provisions

A. The present sabbatical leave policy of the District will provide that:

1. full-pay leaves for a full school year may be taken after twelve (12) consecutive years of service.

2. half-pay leaves for a full year or full-pay leaves for a half year may be taken after six (6) consecutive years of service when the professional staff member is enrolled as a full-time student in a graduate level program at an accredited college or university.

B. A sabbatical review committee of teachers designated by the Superintendent from a list of names furnished by the Association shall assist the Superintendent in reviewing the criteria for establishing sabbatical leave policies.

C. Reasons for which a sabbatical leave may be approved include projects to be carried out on District premises. Teachers granted leave for such projects shall not, however, be considered active members of the school faculty or available for any duties or assignments while in school buildings in connection with such project, but shall adhere to the professional standards of District personnel.

D. Notification on disposition of sabbatical leave applications will be given by the fourth Tuesday in March of each year.

E. A maximum of three (3%) percent of the professional staff may be on leave at any one time.

SCHEDULE D - continued
Sabbatical Leaves

The present sabbatical leave policy of the District will provide that qualified staff members may be permitted to choose between the following alternatives:

Minimum Consecutive Years of Service	Length of Leave	Portion of Regular Salary Paid While on Leave
6	One semester	100%
7	One semester	100%
6	One year	50%
7	One year	50%
12	One year	100%
14	One year	100%

Leaves based on 6 years

Full-pay leaves of a half year or half-pay leaves for a full year may be taken after six (6) consecutive years of service, when the professional staff member is enrolled as a full-time student in a graduate-level program at an accredited college or university.

Leaves based on 7 years

Full-pay leaves for a half year or half-pay leaves for a full year may be taken after seven (7) consecutive years of service for the purpose of study, research, writing or a planned program of travel.

The amount of any financial grant provided by an outside non-commercial agency shall not be considered in the granting of leaves based on seven (7) years of service.

SCHEDULE D - continued
Sabbatical Leaves

Leaves based on 12 years

Full-pay leaves may be taken after twelve (12) consecutive years of service, when the professional staff member is enrolled as a full-time student in a graduate-level program at an accredited college or university.

Leaves based on 14 years

Full-pay leaves may be taken after fourteen (14) consecutive years of service for the purpose of study, research or writing.

The amount of any financial grant provided by an outside non-commercial agency shall be taken into account and an adjustment made in the salary paid by the Board to the staff member while on leave.

Application

Applications for leaves during the first semester must be in the Superintendent's office not later than the first school day of the preceding March. Applications for leaves during the second semester must be in the Superintendent's office not later than the first school day of the preceding September.

Applications must be made on the standard forms provided by the Superintendent's office.

General

Leaves will not be granted for the purpose of engaging in gainful occupation or for the purpose of studying for a trade or another profession.

SCHEDULE D - continued
Sabbatical Leaves

Staff members while on leave will not be employed to do any work for the school system.

Outside activities in which staff members engage for pay during the regular school year may be continued, but must be planned in consultation with the Superintendent. Any changes in such plans must be approved in advance by the Superintendent.

Leaves Granted at Full Salary

The following activities will be considered appropriate. They are listed in order of general preference, although the needs of the school system and of the particular staff member applying for Leave will be considered in each case.

1. Formal Graduate Study

A minimum of twenty (20) points and a maximum of thirty (30) points of study will be required for full-year leaves and the appropriate fraction will be required for half-year leaves. The study may be in courses for which formal college credit is granted, or in courses which are audited. Contents of courses in order of preference:

1. Teacher's own field of work in Manhasset.
2. Closely related fields.

2. Independent Research Undertaken in Consultation with the Superintendent

3. Writing of a Doctoral Thesis

SCHEDULE D - continued
Sabbatical Leaves

Leaves Granted at Half Salary

The following activities will be considered appropriate. They are listed in order of general preference, although the needs of the school system and of the particular staff member applying for leave will be considered in each case.

1. Formal Graduate Study

A minimum of twenty (20) points and a maximum of thirty (30) points of study will be required for full-year leaves and the appropriate fraction will be required for half-year leaves. The study may be in courses for which formal college credit is granted, or in courses which are audited. Contents of courses in order of preference:

1. Teacher's own field of work in Manhasset.
2. Closely related fields.

2. Writing of a Doctoral Thesis

3. Schedule of Travel Planned in Consultation with the Superintendent Granting of Leave

First consideration will be given to those sabbatical leave plans which involve greatest self-improvement and greatest benefit to the school system. A secondary consideration will be the seniority of the staff members applying for leaves.

Reporting Activities

When formal college credit has been granted during the leave, an official transcript will be required.

When leaves have been granted for any other purpose, written reports planned in consultation with the Superintendent will be required.

SCHEDULE E
Supervision and Evaluation

Supervision and evaluation of the professional staff is a critical function that is primarily concerned with the improvement of professional practice for the benefit of students. It is the responsibility of the staff member to continue to grow as a professional and it is the responsibility of the administrator to assist the professional staff in the improvement of their practices. Regular visits to classrooms (or other professional settings) by administrators is an essential component of the supervisory process. To this end, administrators will be in classrooms on a regular basis.

I. SUPERVISION OF TENURED STAFF

The supervisory process for tenured staff members will consist of an alternating year program. Tenured staff members will alternate each year between a Performance Based Supervision Program and a Conference Based Supervision Program.

A. THE PERFORMANCE BASED SUPERVISION PROGRAM

1. The Performance Based Supervision Program will consist of a plan developed collaboratively by the teacher and administrator. The teacher and administrator will meet to develop the plan by not later than October 15th.

The teacher will submit the agreed upon plan, in writing, to the administrator by not later than November 15th. The written plan submitted by the teacher will include, but not be limited to, the teacher's goals for the year, an approximate schedule of checkpoint meetings, and a method for the assessment of the degree to which the goals have been met.

The Performance Based Supervision Program will consist of formal observations, conferences and written feedback.

2. Performance Based Supervision, at the teacher's request, and with the approval of the administrator, may consist of measures other than formal observations and conferences, such as the following: (The list that follows is not all inclusive)

* Professional Portfolio Development
* Peer Observation/Coaching
* Professional Collaboration
* Action Research

A teacher's participation in a supervisory plan that includes measures other than formal observations and conferences will be voluntary. A written plan, as described above, will be developed and submitted.

B. THE CONFERENCE BASED SUPERVISION PROGRAM

The Conference Based Supervision Program will consist of meetings between the teacher and administrator as follows:

1. First conference meeting to be held prior to November 15th.
2. Second conference meeting to be held prior to February 15th.
3. Third conference meeting to be held prior to May 15th.

The teacher will be prepared to engage in meaningful discussion with the administrator at the conference and will provide evidence of his/her performance which can include, but not be limited to, the following: (The list that follows is not all inclusive)

* Student Work
* Parent Communication
* Workshop/conference/seminar attendance and/or materials
* Performances/exhibits/displays of student work
* Collaborative work with other staff members
* Assessment instruments

C. TEACHER IN NEED OF SUPPORT

When an administrator determines that a staff member's performance is in need of support, the administrator will notify the teacher, in writing, by June 1st and will provide the specific reasons for this determination. This notification will be part of the teacher's end-of-the-year evaluation.

In the ensuing academic year, the following steps will be implemented:

1. The administrator will meet with the teacher prior to October 15th to develop the Support Plan.

2. The administrator will provide the teacher, in writing, with suggestions and recommendations which address the specific reasons for the determination and which will enable the teacher to bring about a change in performance.

3. The Support Plan may include, but not be limited to, announced and unannounced observations and ongoing conferences which will provide an opportunity to review the recommendations for improvement and the teacher's progress.

4. There will be at least one formal announced observation each semester which will include a pre-observation conference, an observation of at least 30 minutes, a post-observation conference and a written record of the observation. Unannounced observations may include a post-observation conference and/or a written record of the observation.

D. PROFESSIONAL REVIEW PROCESS

Tenured teachers who have been notified that they will be in need of continued support for the following academic year, may request a review of this decision through the president of the MEA or his/her designee, by making such a request no later than June 10th. The professional review process panel shall consist of the president of the MEA and the Superintendent of Schools or their respective designees. Should the Superintendent not participate personally on the panel, the panel will make a recommendation to the Superintendent. The decision of the Superintendent shall be final and binding and not subject to the grievance and arbitration process of the collective bargaining agreement.

II. ANNUAL EVALUATION OF TENURED STAFF

Tenured teachers will receive an annual, written end-of-the-year evaluation.

A. Conference Based: At the conclusion of the Conference Based year, the administrator will prepare an end-of-the-year evaluation statement as follows:

"This staff member has met with his/her supervisor on (insert dates of conferences) to discuss the scope of his/her work for the year and has fulfilled his/her professional responsibilities for the (insert school year) following reasons:"

OR

"This staff member has not fulfilled his/her professional responsibilities for the (insert school year) following reasons"

B. Performance Based: At the conclusion of the Performance Based year, the administrator will write an end-of-the-year summative evaluation summarizing the teacher's overall performance and it shall be based upon first-hand information gathered by the

administrator(s). A copy of the end-of-the-year evaluation will be provided to the teacher before the end of the school year.

The teacher may file a written response to his/her annual evaluation.

III. SELF EVALUATION (For Tenured Teachers Only)

In the Performance Based Year, a teacher may wish to pursue a plan for self-evaluation. Teachers who wish to pursue this alternative must notify the appropriate administrator by June 1st of the current academic year. The administrator will notify the teacher whether they have been approved for a self-evaluation program by the end of the academic year.

Procedure for Self Evaluation

1. The self-evaluation process begins with a meeting between the teacher and the administrator prior to October 15th.

2. The administrator will assist the teacher in identifying areas of interest or need, and suggest means by which goals can be realized (i.e. conference/workshop attendance, videotaping, peer planning, peer observation, professional portfolio development, etc.) Whenever possible and feasible, the administrator will assist the teacher in obtaining the necessary resources for the teacher's participation in this process.

3. Within one month of the initial meeting, the teacher will submit a written plan for self-evaluation. This plan will state the teacher's goals, identify the means by which the goals will be realized, and identify the criteria by which the teacher will assess his/her performance.

4. A mid-year meeting between the teacher and administrator will occur prior to February 15th. This meeting will serve to provide the teacher with the opportunity to update the administrator on his/her work and to make any request for additional assistance, etc.

5. By not later than May 15th, the teacher will submit a written self-evaluation report. The self-evaluation report will be descriptive and will contain a qualitative and quantitative assessment of the realization of his/her goals. The administrator will be available for consultation or advice with respect to the self-evaluation report. The self-evaluation report will be type written solely by the teacher.

6. The administrator will prepare and submit a written response to the teacher's self-evaluation.

SCHEDULE E - continued
Supervision and Evaluation

IV. SUPERVISION AND EVALUATION OF NON-TENURED STAFF

The process for supervision and evaluation of probationary and non-tenured part-time staff will include announced and unannounced observation and reports, ongoing conferences and a written summative end-of-the-year evaluation. There will be a minimum of one formal announced observation each semester which will include a pre-observation conference, an observation of at least 30 minutes, a post-observation conference, and a written observation report. Unannounced observations may include post-observation conferences and/or a written observation report. Non-tenured staff will receive written end-of-the-year evaluations in each of their non-tenured years.

A probationary teacher shall receive a written notice of the District's intention not to reappoint him/her by February 15th if he/she is in the last year of the probationary year and by April 15th for all other years.